

**Resident Assistant/Housekeeper – St. Bonaventure Monastery - Temporary
The Province of St. Joseph of the Capuchin Order**

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

St. Bonaventure Monastery, a residence for Capuchin Franciscan Friars of The Province of St. Joseph of the Capuchin Order, is currently seeking a Temporary Resident Assistant/Housekeeper. This individual will have primary responsibility for the cleaning and housekeeping of the St. Bonaventure and the friar living areas as well as assisting friars in various needs.

Responsibilities:

- Knowledge of and ability to use cleaning/housekeeping techniques
- Clean bedroom suites as needed and requested
- Follow established safety guidelines and procedures
- Demonstrate, exemplify and support the Capuchin Charism throughout all professional responsibilities and activities
- Comply with Province and ministry policies, procedures, guidelines and standards

The Resident Assistant/Housekeeper is responsible to develop and implement a housekeeping regular cleaning schedule, keep equipment in good working order, ensure linens are clean, assist friars with cleaning individual rooms.

Qualifications: Two years directly related experience, knowledge of and ability to use cleaning/housekeeping techniques and good relational skills. Ability to organize multiple projects simultaneously and demonstrate a professional demeanor is important. The length of this temporary position is unspecified.

The review of resumes for this position will begin immediately.

Please submit letter of interest and resume to:

Attention: Human Resources
Temporary Housekeeper
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207

Or email to employment@thecapuchins.org please include Temporary Housekeeper in the subject line.